

Supplier Orientation

“Path to Partnership”

STATE PURCHASING

Welcome!



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Agenda



- Overview of State Purchasing
- Georgia Procurement Manual
 - Order of Precedence
 - Competitive Bidding Requirements
- Georgia Procurement Registry
- Team Georgia Marketplace™
- eSource
- Bidders' Conference
- E-Verify: Georgia Immigration & Security Law
- Purchasing Card (P-Card) Program
- Supplier Services
- Supplier Training
- Resources

State Purchasing Division



- State Purchasing is the centralized office responsible for the purchase of more than \$4.5 billion of goods and services each year
- Delegates Purchasing Authority to State Agencies
- Promotes equal access and competition among suppliers

For more information, visit our Web site:
www.doas.ga.gov

Georgia Procurement Manual

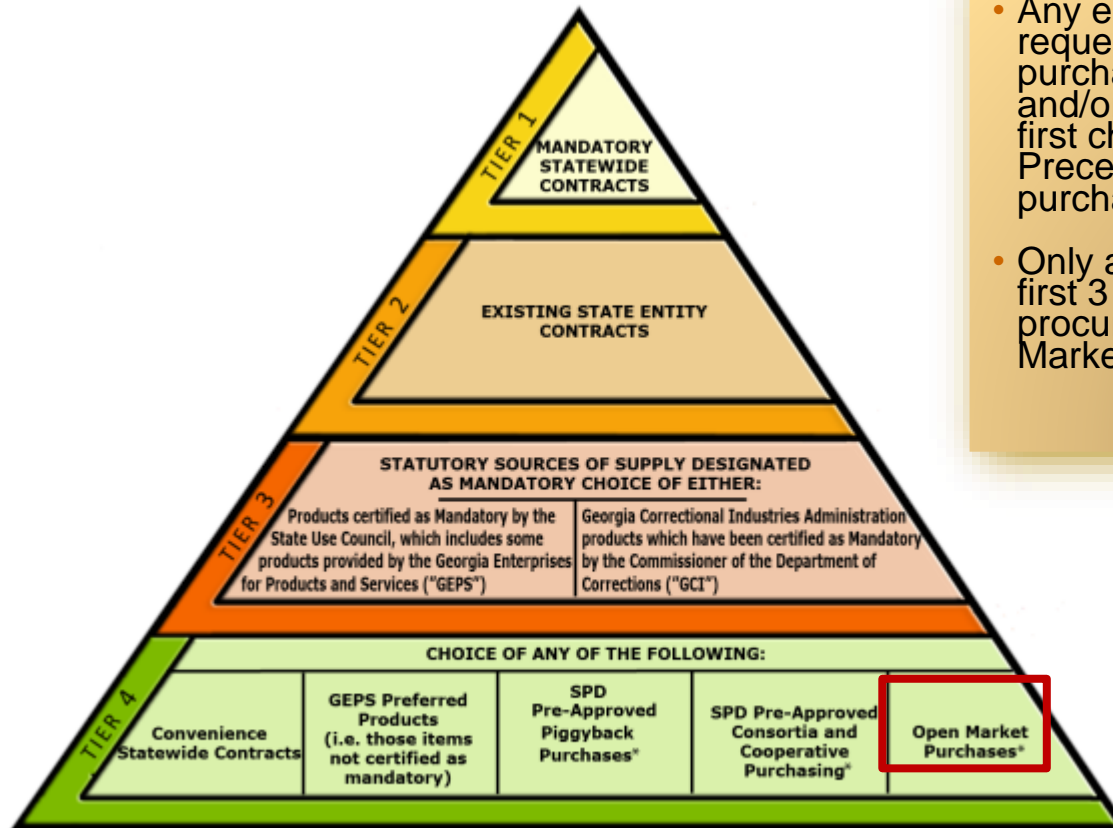


**The GPM is available online and in print format from our website.
You can access both formats at any time.**

Georgia Procurement Manual



Order of Precedence



- Any employee requesting the purchase of a service and/or product must first check the Order of Precedence for purchasing
- Only after checking first 3 tiers, can we procure from the Open Market

Georgia Procurement Manual



Competitive Bidding Requirements



- < \$25,000 No bidding required
- ≥ \$25,000 Requires a bidding process
 - Bids are posted on the Georgia Procurement Registry
 - Sourcing methods include RFQ, RFP, RFI, RFQC
 - RFI and RFQC do not end in award
 - Sourcing tools include Team Georgia Marketplace™ and eSource


Under \$25K Small Business Initiative



- For purchases under the \$25k bidding threshold, entities are encouraged to use small business to satisfy needs
- Gives entities flexibility to reach out to small businesses
- Eliminates administrative burden
- Encourages small business participation

Georgia Procurement Registry





Department of Administrative Services
Improving efficiency, compliance and workforce performance

[Learn About DOAS](#) ▾ [Our Community](#) [Need Help](#) | [Q](#)

New Careers Website

HRA rolls out new and improved ...

Have you rented a car?

How was your car rental experie...

State contacts on the go

Download Team Georgia Directory...

FY14 Workforce Report

Snapshot of the State's Workfor...

Supplier Services

Learn how to do business with t...

BUSINESS SERVICES

RISK MANAGEMENT

STATE PURCHASING

Statewide Contracts
Suppliers
Law, Administrative Rules and Policies
Order of Precedence
Seven Stages of Procurement
[View All](#)

FLEET MANAGEMENT

Georgia Procurement Registry



SUPPLIERS

There are two types of companies when registering to do business with the State:

- Sourcing Bidders are companies that register as never having received business from any state of Georgia entity
- Suppliers are companies that have previously received a remittance, purchase order or contract award from the state of Georgia

Many people vary on their use of the words bidders, vendors, and suppliers. The term "bidders" refers to any company bidding on a certain item or product. But the distinction of the terms "suppliers" and "bidders" is only important during registration in Team Georgia Marketplace™.

Below, please find a host of resources for Suppliers and Bidders looking to secure and maintain a business relationship with the State of Georgia.

CONTACT

Suppliers

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Supplier Outreach
Communications

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404-463-4044

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[View All Division Contacts](#)



AREAS OF FOCUS

GETTING STARTED AS
A SUPPLIER

**BIDS AND
CONTRACTS**

Bids and Contracts

TRAINING FOR
SUPPLIERS

MINORITY BUSINESS
ENTERPRISE
CERTIFICATION

SUPPLIER FAQs

Georgia Procurement Registry



[Home](#) > [State Purchasing](#) > [Suppliers](#) > [Bids and Contracts](#)

UNDERSTANDING BIDS AND CONTRACTS

Team Georgia Marketplace is the center for e-business matching Georgia government buyers with sellers. The electronic procurement system is designed to improve practices, capacity, information tracking and procurement technology for government entities. [Registering in Team Georgia Marketplace](#) is the first step for companies wishing to do business with the state.

Bid Opportunities

Contract opportunities are posted by state and local government buyers via the [Georgia Procurement Registry \(GPR\)](#), a free web-based advertising system. Suppliers should check the GPR for potential bid opportunities from Team Georgia Marketplace and eSource.

Statewide Contracts

By leveraging the state's purchasing power, State Purchasing establishes competitive statewide contracts for a variety of products, services, and equipment. State and local governments can benefit from the convenience and competitive pricing of these pre-established contracts. Statewide contracts include commonly used commodities such as office furniture, motor vehicles, temporary staffing, building supplies, and many other commodities and services. These contracts are classified as mandatory or convenience. For more information on statewide contracts, visit the [Statewide Contract Index](#).

Agency/College and University Procurement Officer List

An alphabetical list of agency names, mailing addresses, telephone numbers, and e-mail

CONTACT

Understanding Bids and Contracts

Procurement Help Desk

Phone
404-657-6000

Email
procurementhelp@doas.ga.gov

[View All Division Contacts](#)



RELEVANT LINKS

[Team Georgia Marketplace](#) >

[Georgia Procurement Registry](#) >

[ESource](#) >

[Agency Procurement Officers \(APOs\)](#) >

Georgia Procurement Registry



- Suppliers may view open and awarded solicitations by accessing the Georgia Procurement Registry
- Respond electronically in Team Georgia Marketplace™ or eSource
- Search several government entities
 - State Government
 - Municipalities
 - County Government
 - K-12 Public School Districts

A screenshot of the Georgia Procurement Registry website. The header includes the "Team Georgia Marketplace" logo and the "Georgia Procurement Registry" title. Navigation links for "HOME", "CONTACT US", and "SUPPLIERS SEARCH" are present. The main content area is divided into three columns: "Recently Awarded" (listing items like Wiring, Slip in Fire Pumps, and Barcode Printers), "New Opportunities" (listing Janitorial Services, Hydraulic Mulch, and Panasonic Camcorders), and a sidebar for "Access Team Georgia Marketplace to register and Manage your Bidder/Supplier Profile". Below these is a "SEARCH CRITERIA" section with a dropdown menu for "Type of response required" (set to "ALL"), a dropdown for "Event Status" (set to "OPEN"), and a dropdown for "Government Type" (set to "ALL GOVERNMENT TYPE").

Team Georgia Marketplace

Georgia Procurement Registry

[HOME](#) [CONTACT US](#) [SUPPLIERS SEARCH](#)

Recently Awarded

[View Award Information](#)

Wiring - Bartow County buildings
[View Award Information](#)

Slip in Fire Pumps
[View Award Information](#)

Barcode Printers

New Opportunities

Janitorial Services for Columbus Regional Office
[Closes on Jun 03, 2011](#)

Hydraulic Mulch
[Closes on May 24, 2011](#)

041-Sole Brand Panasonic Camcorders

Access Team Georgia Marketplace to register and Manage your Bidder/Supplier Profile

SEARCH CRITERIA

The following search criteria may be used in any combination. If there are no Solicitation Events that meet ALL of the selected criteria, no Events will be displayed in the search results.

Type of response required

☒ ALL
☐ ELECTRONIC RESPONSES
☐ PAPER RESPONSES

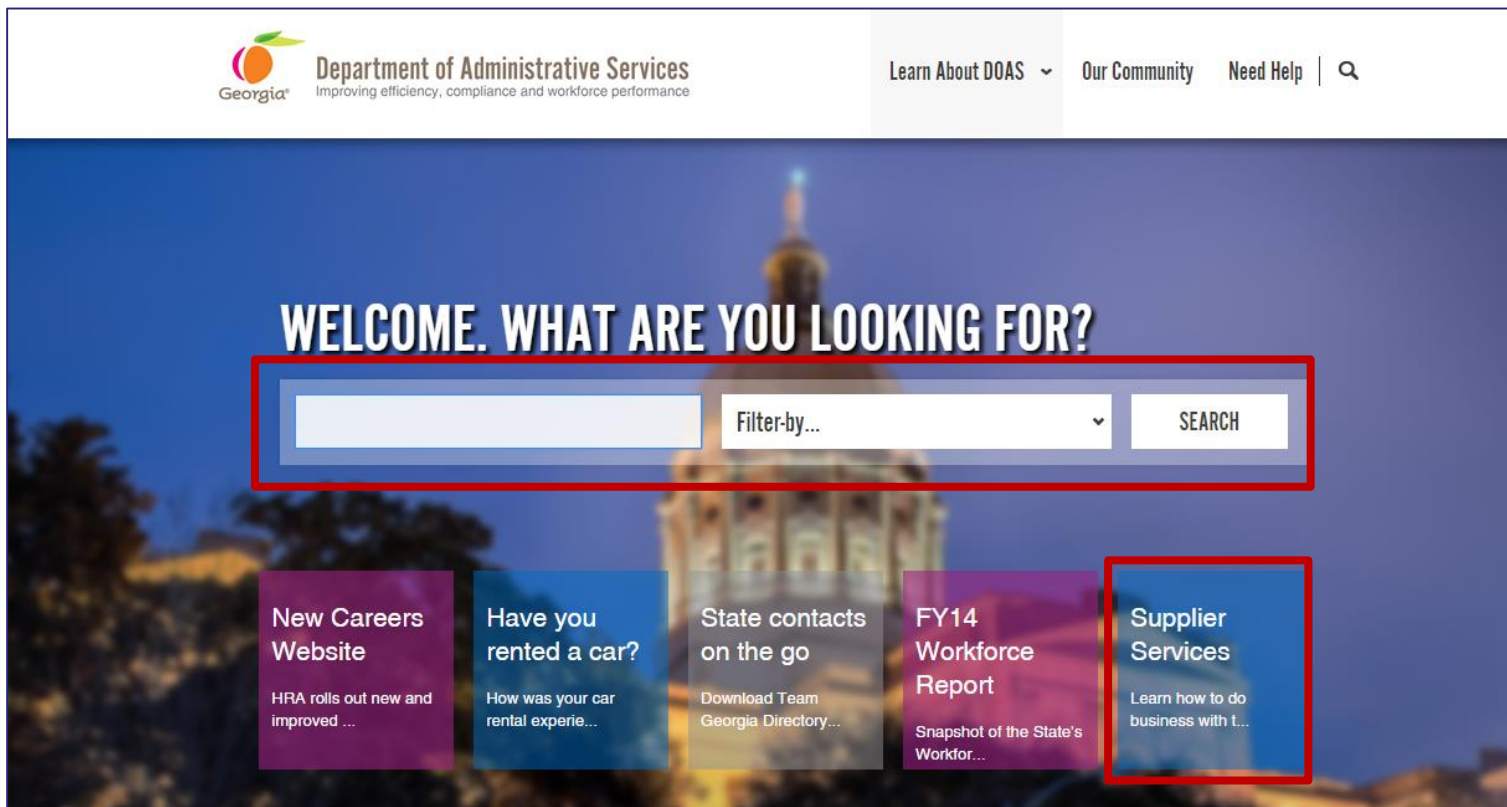
Event Status

Government Type

Team Georgia Marketplace™

Team Georgia Marketplace™ is an electronic procurement system. It is part of a plan to run the State like a business, an initiative launched by Governor Perdue in 2005.

Officially, the purpose of our Procurement Transformation Initiative is to update and improve the practices, capacity, information tracking, and procurement technology for state agencies.



Team Georgia Marketplace™



STATE PURCHASING DIVISION

The State Purchasing Division (SPD) oversees the procurement functions for the State of Georgia and manages all policies related to procurement. SPD negotiates Statewide Contracts and provides technical assistance to State Entities in conducting and evaluating entity-specific competitive bids. We also provide electronic sourcing tools that allow procurement professionals to post and award their own competitive bids. SPD manages and monitors use of State purchasing cards, procurement tools that allow State employees to obtain goods and services quickly and efficiently. SPD also offers training, including a certification program, to provide procurement professionals with the knowledge and skills they need to perform their job duties within the legal and policy constraints of the State of Georgia.

CONTACT

State Purchasing
Procurement Help Desk

Phone
404-657-6000

Email
procurementhelp@doas.ga.gov

[View All Division Contacts](#)



AREAS OF FOCUS

STATEWIDE
CONTRACTS

SUPPLIERS

LAW,
ADMINISTRATIVE
RULES AND POLICIES

ORDER OF
PRECEDENCE

SEVEN STAGES OF
PROCUREMENT

PURCHASING TOOLS

PURCHASING
EDUCATION AND
TRAINING

TEAM GEORGIA
MARKETPLACE

STATEWIDE CARD
PROGRAMS

STATE PURCHASING
FAQS

Team Georgia Marketplace™



TEAM GEORGIA MARKETPLACE

The Team Georgia Marketplace™ is a set of state-of-the-art electronic PeopleSoft procurement tools including virtual catalogs provided by SciQuest. Together these applications are designed to be the backbone of the State purchasing system of the 21st century. These tools will make many purchasing tasks easier and so much more!

Team Georgia Marketplace™ is a bustling community that includes you and state employees who request goods and services to do their jobs as well as supervisors who approve requests. TGM also includes hundreds of procurement professionals across the state who manages the purchasing of goods and services that are needed to operate the business of government. Of course, Team Georgia Marketplace™ must include the businesses, large and small, who sell goods and services to the state.

This vibrant community of people comes together using the computer software that is available 24 hours a day, seven days a week to request goods and services as well as approve the requests, manage the purchases, and the contracts associated with the transactions between the State and the suppliers.

CONTACT

Team Georgia Marketplace

Phone
404-657-6000

Email
procurementhelp@doas.ga.gov

[View All Division Contacts](#)



AREAS OF FOCUS

STATEWIDE
CONTRACTS

WINDOW SHOPPER

SUPPLIER SELF-
SERVICE

Supplier Self-Service DRKS

ESOURCE

Team Georgia Marketplace™

Team Georgia Marketplace

Menu

Login

Login here as an existing User.

User ID:

Password:

Sign In

[Register as a Sourcing Bidder](#)

Click here to register as a bidder and to be able to bid on events.

[Register as a Supplier](#)

Click here to register as a supplier user and to be able to see purchasing details

[I forgot my password](#)

Click here to reset your password

Important Notice

This is a State of Georgia application. It is provided to conduct official State business and must be used appropriately. All individuals using this application must follow the appropriate use policy and procedures defined by their individual Agencies or as defined by Georgia Technology Authority's appropriate use policy. All information in the system belongs to the State of Georgia and may be read or monitored by authorized persons.

By logging into this application, you agree to abide by all established Enterprise, State and Federal policies governing the appropriate use of State of Georgia resources.

Supplier Self Service

- Two-way online communication with suppliers enabling self-service access to register and change their bidder information and access to outstanding POs and payment status
- Tool for companies to respond to electronic bids
- Less paperwork, faster communications, less administrative time, and easily available information for suppliers

Sourcing Bidder

If your company provides goods or services but has never had a purchase order, received a remittance, or been awarded a contract by the State of Georgia, you need to register as a sourcing bidder. Your company may fit into this category even if it was active in the old Vendor Registration System.

Supplier

If your company has had a purchase order, received a remittance, or has been awarded a contract by the State of Georgia, you need to register as a supplier. A company in this category will have a PeopleSoft vendor number in our Financials system.

Standard ID Numbers

ID Number	Identification Type
1	*Tax Identification Number

[Add NIGP Codes](#)

SIC Codes - NIGP

Standard Industry Code	Description

[Add Row](#)

*1. Can your company be classified as a MINORITY OWNED BUSINESS by the following definition? For the purposes of this question, a minority business enterprise means a small business concern which is at least 51% owned and controlled by one or more minorities and is authorized to do and is doing business under the laws of the State of Georgia, paying all taxes duly assessed and domiciled within this state. (Official Code of Georgia Annotated §50-5-131) Please indicate the percentage of company ownership/control attributable to each of the minority groups listed.

VAT Information

Country	Description	VAT ID	Home Country
1			<input type="checkbox"/>

[Add Row](#)

More About Your Organization

Gross Annual Receipts:

Number of Employees:

☐ Women-Owned Business

☐ Georgia Resident **

☐ Small Business *

☐ Not Applicable

**** Georgia Resident Business means any business that regularly maintains a place from which business is physically conducted in Georgia for at least one year prior to any bid or proposal to the state or a new business that is domiciled in Georgia and which regularly maintains a place from which business is physically conducted in Georgia; provided, however, that a place from which business is conducted shall not include a post office box, a leased private mailbox, site trailer, or temporary structure.**

*** A small business is defined as a business that is independently owned and operated. In addition, such a business must either have fewer than 300 employees or less than \$30 million in gross receipts per year.**

[<< Back](#) [Next >>](#) [Cancel Registration](#)

During Registration

Sourcing Bidders:

4 Important sections to complete:

1. Tax ID #
2. Add NIGP Codes
3. Minority Business Classification
4. More about your Organization

Maintain Supplier Information:

1. Keep NIGP Codes Updated
2. Review Organization's Info

FY16 Policy Changes: New Business Definitions



- **Small Business:** A business which is independently owned and operated with either fewer than 300 employees or less than \$30M in gross receipts per year (OCGA 50-5-121, 50-5-122)
 - Small businesses are provided the opportunity to Price Match or received up to 5% of the available points in RFP or RFQC solicitations as defined in GPM 3.5.1.6

FY16 Policy Changes: New Business Definitions



- **Georgia Resident Business**

- Any business that regularly maintains a place from which business is physically conducted in Georgia for at least one year prior to any bid or proposal to the state, or;
- A new business that is domiciled in Georgia and which regularly maintains a place from which business is physically conducted in Georgia, however, that place from which business is conducted shall not include a post office box, a leased private mailbox, site trailer, or temporary structure (OCGA 50-5-121, 50-5-122).
- Georgia resident businesses are provided the opportunity to Price Match in RFQs or receive up to 5% of the available points in RFP or RFQC solicitations as defined in 3.5.1.6 of this manual.

FY16 Policy Changes: New Business Definitions



- **Georgia Resident Small Business**
 - Any business that meets both criteria of Small Business and Georgia Resident Business as defined above.
 - Georgia Resident Small are provided the opportunity to Price Match in RFQs or receive up to 5% of the available points in RFP or RFQC solicitations as defined in 3.5.1.6 of the GPM.

Business Status Considerations



- **Minority-Owned Business**

- Any business that is 51% owned and controlled by one or more minorities and is authorized to do and is doing business under the laws of the State of Georgia, paying all taxes duly assessed and domiciled within this state (OCGA 50-5-131).
- The State of Georgia recognizes five minority groups: Asian American, Native American, African American, Hispanic/Latino and Pacific Islander.


- **Certified Minority Business Enterprise**


- The process for certifying as a Minority Business Enterprise pursuant to OCGA 50-5-130 and as a Minority Subcontractor pursuant to OCGA 48-7-38 with the Georgia Department of Administrative Services (DOAS) is streamlined.
- It involves using the Georgia Department of Transportation's (GDOT) Uniform Certification application and personal net worth affidavit as the central certification forms. This will result in dual certification with both DOT DBE and DOAS MBE.
- **Georgia law permits an income tax adjustment on the state tax return of any company that subcontracts with a certified minority-owned firm to furnish goods, property or services to the state of Georgia.**

Team Georgia Marketplace™



- The NIGP Commodity Services Code was developed by the National Institute of Governmental Purchasing to bring efficiency to automated purchasing
- The NIGP Codes provide an excellent coding structure for standardizing purchasing
- Identify which products and/or services you wish to sell to the state

 Team Georgia Marketplace



Bidder Search

Search NIGP Codes

This screen is used to find and select the NIGP commodities codes that you can provide to the State of Georgia. You may search by NIGP Code and/or Description. The Description search is recommended.

In the NIGP codes field, type in a partial or whole NIGP commodity code number and click the Search button. All codes containing that number will be displayed.

In the Description field, type in a partial or whole keyword and click on the Search button. All codes and descriptions containing that keyword will be displayed.

After the results are displayed, click the select option for the NIGP commodity code(s) that best describes the goods or services of your company. Click the OK button to return and continue.



Search Criteria

NIGP Code:

Description: Safety

Search

SIC Codes - NIGP

Find |  |  First 1-60 of 60 Last

Select	SIC Code	Description
<input type="checkbox"/>	05508	Belts, Safety; and Child Restraint Systems
<input type="checkbox"/>	05591	Vehicle Safety Systems (Including Collision Avoidance and Impact Sensing)
<input type="checkbox"/>	07541	Jacks, Safety Stands, Portable Cranes, and Parts (For Automobiles, Trucks, and Transmissions)
<input type="checkbox"/>	12041	Gates, Safety, Marine
<input type="checkbox"/>	12096	Water Safety Equipment and Supplies (Not Otherwise Classified; Rope Float Lines, etc.)

Supplier Search- Public Portal



Columns have been added for the GA Resident and Small Business on the Supplier Search Result page on Public portal. New search option has been added on Supplier Search page.

Supplier Search

Note : Please enter Data in at least one search field, the Security Check code, then Click the Search Button.

Company Name: Begins With

City:

State: Please Select One

Zip:

GA Resident: Yes ☐ No ☒

Minority Search: All vendors

There are 100 Suppliers for this search
Suppliers 1 to 100 on this page
Click on the Select button for more information of the Supplier

NEW SEARCH

Supplier Search Results



	Company Name	City	State	GA Resident	Small Business	Certified Minority Vendors	Owners Ethnicity Status
Select	01 Georgia Backflow Testing	Buford	GA	Y	Y	N	NOM
Select	24/7 Drug & Alcohol Testing Center	Conley	GA	Y	Y	N	AFA
Select	9.1 Test	Atlanta	GA	Y	N	N	NOM
Select	A New Life Testing Services	Atlanta	GA	Y	Y	N	AFA
Select	ABC-Test	Atlanta	GA	N	N	N	NOM
Select	AJT Equipment (Roberts Testing)	Savannah	GA	Y	Y	N	NOM
Select	AMERICAN COLLEGE TESTING	IOWA CITY	IA	N	N	N	NOM
Select	AMERICAN TEST CENTER	RIVER FALLS	WI	N	N	N	NOM

New columns in public search

eSource

eSource is a procurement sourcing and solicitation tool that enables purchasing agents of the state to electronically solicit bid opportunities. Essentially, eSource replaces the use of fax or processing paper-based solicitations.

- In order to bid on an eSource, you must have received an email invitation to bid
- Contains eSource-specific User ID and Password
- Can only be used for that eSource
- Not the same User ID/Password combination as used for Team Georgia Marketplace
- eSource pre-recorded training webinars



Georgia Procurement Registry

eSource Summary Information

**** Solicitation opportunities for which Suppliers must submit electronic responses.**

-Have an eSource invite ID ?- Click Below	OR	-Team Georgia Marketplace Registered Suppliers- Click Below	OR	--- Unregistered Suppliers --- Click Below
Respond Now		Request an Immediate Invite		Register with Team Georgia Marketplace

eSource Number	ES-RFQ-84700-92
Agency Name	84700 FLINT RIVER TECHNICAL COLLEGE
Contact Name	Acey, Stacy
Contact Phone	4045679876
Contact Email	sacey@flintrivertech.edu
Fiscal Year	2011
eSource Title	Sleeping Bags
eSource Description	Sleeping Bags
eSource Released Date	08/29/2010 11:10 PM
Closing Date	09/07/2010
Closing Time	1:00 PM
NIGP Code Selection:	45015 --- Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Mantles, Sleeping Bags, Stools, Tarpauli.
Documents	eRFQ Template

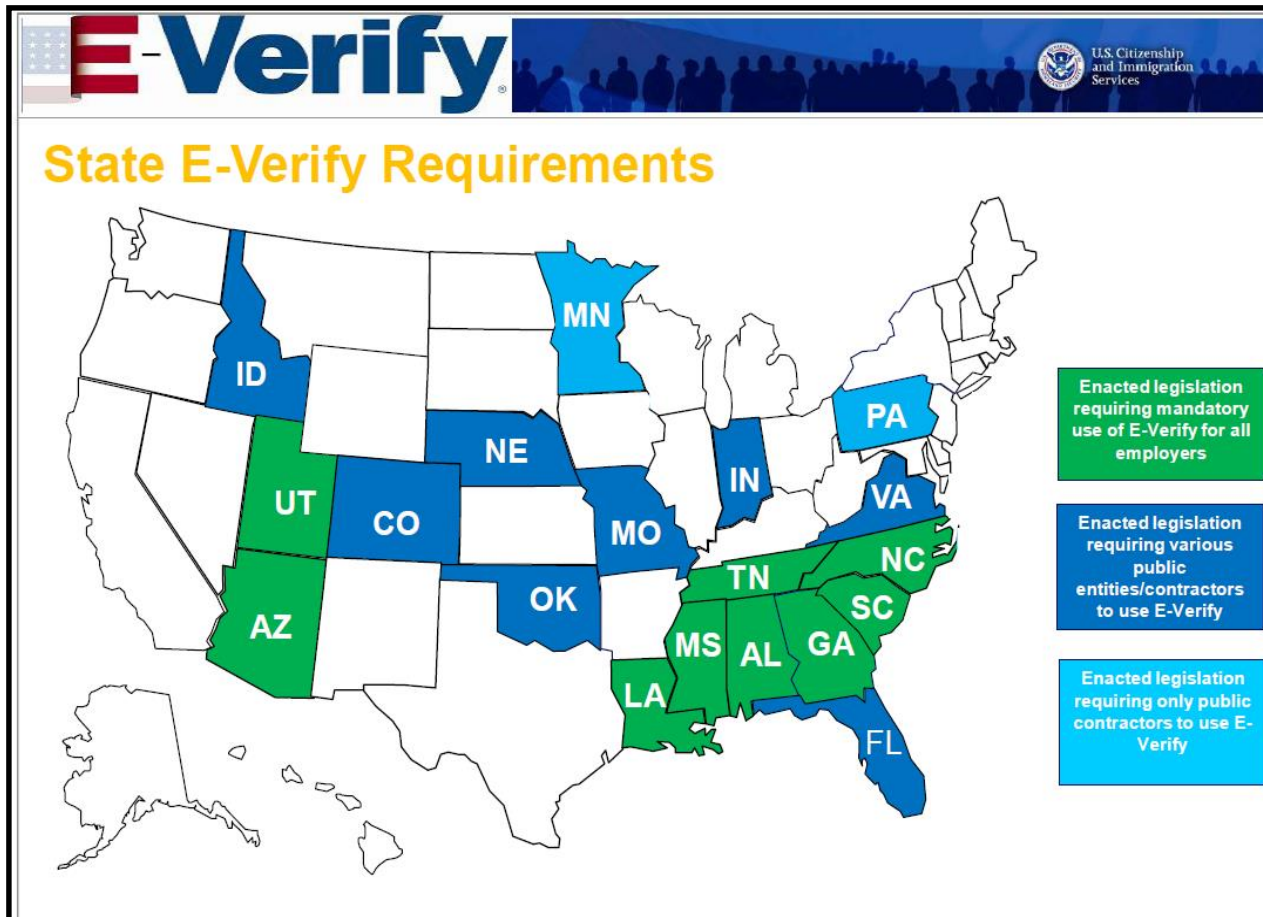
Bidders' Conferences

- Public meetings that occur prior to the closing date of the solicitation to distribute information
- *Pre-bid/Offerors' conferences* may be conducted for the purpose of allowing suppliers to participate in a site visit to the physical location
- The solicitation must identify any such public meeting and define whether or not a supplier's attendance at such public meeting is mandatory
- If it is **mandatory**, you **MUST** attend to participate in solicitation!

A faint background graphic showing a clock face and a document with a circular stamp, suggesting a deadline or a formal process.

There is 100%
chance the winner
of the contract is in
the room for
mandatory
conferences!

eVerify: Georgia Immigration and Security Law



Effective 7/1/13, all contractors and sub-contractors who provide services over **\$2,499.99** in value must enroll in E-Verify if you employ one or more employees.

****Not required for contracts solely involving the purchase of goods by a government agency****

State of Georgia Purchasing Card Program

Benefits of Credit Card Acceptance



- Reliability – If Visa regulations are followed, face-to-face transactions are guaranteed. For internet, mail order & telephone transactions, payments from the State are very low risk
- Security – No returned checks, no cash loss or theft
- Convenience – Faster payments (usually paid within 24 – 48 hours). No Accounts Receivable hassles, following up on invoices or need to wait for checks and then deposit them – payment is streamlined. This equates to better cash flow
- Increased Sales – Merchants that accept cards generally benefit from higher average tickets and higher total sales
- Customer Preference and Convenience – “...more cards than all other major payment brands combined” according to Visa, Q4 2006



Supplier Services



MOST FREQUENTLY ASKED



How Do I Register As A Supplier?



What Are NIGP Codes?



How Do I Review Existing Bid Opportunities?



How Does The State Of Georgia Support Small Business?

[VIEW ALL FREQUENTLY ASKED QUESTIONS](#)

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Below, please find a host of resources for Suppliers and Bidders looking to secure and maintain a business relationship with the State of Georgia.

CONTACT

Suppliers

Dorna Werdelin
Supplier Outreach
Communications

Phone
404-463-4044

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Dorna.Werdelin@doas.ga.gov

[View All Division Contacts](#)



AREAS OF FOCUS

GETTING STARTED AS
A SUPPLIER

BIDS AND
CONTRACTS

TRAINING FOR
SUPPLIERS

MINORITY BUSINESS
ENTERPRISE
CERTIFICATION

SUPPLIER FAQs

Supplier Training

Training includes web-based videos, quick reference guides, webinars, and classroom-based Orientations and Seminars across the State!

SUPPLIER TRAINING

Supplier Orientations

Supplier orientation sessions feature information on how to register your company to be on the state's supplier list and establish your eligibility to receive bid notices. At these sessions, general information will be given about the purchasing process and the various kinds of purchases that are made by government entities.

[Click here to Register](#) for a Supplier Orientation.

Supplier Webinars

During these sessions, companies are shown the steps to respond to bids in Team Georgia Marketplace and eSource. They will learn how to search the Georgia Procurement Registry for open and awarded solicitations, and download and attach required documents. They will also be shown important things to remember as they navigate through the state's procurement process. If information is needed about specific events, Suppliers are encouraged to contact the associated Buyer for said solicitation.

Visit the supplier training [calendar](#) for all scheduled Orientation and Webinar sessions.

Pre-Recorded Training Webinars

Real-time training for suppliers is listed below. Companies can view pre-recorded training webinars or review quick reference guides for assistance with Team Georgia Marketplace and eSource functions.

- [Georgia Procurement Manual \(GPM\) for Suppliers](#)
- [Register as a Sourcing Bidder](#)
- [Maintain Bidder Information](#)
- [Register as a Supplier](#)
- [Maintain Supplier Information](#)
- [Manage Purchase Orders](#)
- [Manage Payment Information](#)
- [Responding to a Request for Proposal in eSource](#)
- [Responding to a Request for Quote in eSource](#)
- [Responding to a Request for Qualified Contractors in eSource](#)
- [Responding to a Request for Information in eSource](#)
- [Respond to Events and Place Bids in Team Georgia Marketplace](#)

CONTACT

Supplier Training
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Communications and Outreach

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404-463-4044

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Dorna.Werdelin@doas.ga.gov

[View All Division Contacts](#)



PURCHASING TRAINING DOCUMENTS FOR BIDDERS AND SUPPLIERS

SORT BY

Training for : Bidders and Suppliers

Training for : Responding to Solicitations



More Resources

Agency, College & University Procurement Officers List

Board of Regents of the University System of Georgia
Christina Hobbs, Business Development Manager
Office of External Activities and Facilities
christina.hobbs@usg.edu
404-657-2514

Georgia Tech Procurement Assistance Centers (GTPAC)
Joe Beaulieu
Program Director
joe.beaulieu@innovate.gatech.edu
www.gtpac.org

Georgia Small Business Development Centers
<http://www.georgiasbdc.org>
Peter Rassel
Business Consultant

 		
Georgia Procurement Registry		
CLOSE WINDOW		
Agency Procurement Officers (APO)		
AGENCY	NAME (APO)	EMAIL ADDRESS (APO)
ABRAHAM BALDWIN AGRICULTURAL COLLEGE	ROBBIE HAWSEY	rhawsey@abac.edu
ADMINISTRATIVE SERVICES AGENCY	VERNEICHER FAVORS	verneicher.favors@doas.ga.gov
ADMINISTRATIVE SERVICES SWC	WILLIE MOON	wmoon@doas.ga.gov
AGRICULTURE, DEPARTMENT OF	LAURA HARDWICK	laura.hardwick@agr.georgia.gov
ALBANY STATE UNIVERSITY	LORI BURNETT	lori.burnett@asurams.edu
ALBANY TECHNICAL COLLEGE	N/A	N/A
ALTAMAHA TECHNICAL COLLEGE	N/A	N/A
ARMSTRONG ATLANTIC STATE UNIVERSITY	DAPHNE BURCH	Daphne.Burch@armstrong.edu
ATHENS TECHNICAL COLLEGE	STERLING DANIEL	sdaniel@athenstech.edu
ATLANTA METROPOLITAN COLLEGE	KEITH WILLIAMS	kwilliams@atlm.edu
ATLANTA TECHNICAL COLLEGE	ELLA SIZEMORE	esizemore@atlantatech.edu
AUDITS AND ACCOUNTS, DEPARTMENT OF	SHANNON KENT	kentsa@audits.ga.gov
AUGUSTA STATE UNIVERSITY	N/A	N/A
AUGUSTA TECHNICAL COLLEGE	LAUREN SCOTT	ljackson@augustatech.edu
BAINBRIDGE COLLEGE	AMY SHEPHARD	ashephard@bainbridge.edu

We're on Facebook!



DOAS – State Purchasing Now on Facebook

We'll Help You Navigate State Procurement.



Get synced up. We're your direct line to:

- Vital procurement information
- Exclusive marketing tips
- Answers you need to reach your State of Georgia business goals



Become a Fan. Like Us.
www.facebook.com/gapurchasing

Support and Assistance



- **Supplier Services Website –**
 - Georgia Procurement Manual
 - Team Georgia Marketplace Training
 - eSource Supplier's Guide
 - eSource Supplier's Training (online)
- **Supplier Orientation**
- **Supplier Webinar**
- **Supplier Outreach & Communications –**
 - Dorna.Werdelin@doas.ga.gov or call 404-463-4044
- **State Purchasing Helpdesk Email –**
procurementhelp@doas.ga.gov
- **State Purchasing Helpdesk – 404-657-6000**

Summary



Search the Georgia Procurement Registry for bid opportunities

Register in Team Georgia Marketplace to respond to bid opportunities

Update Team Georgia Marketplace profile with NIGP codes at any time

Use eSource-specific User ID/Password combination to bid on eSource

Attend pre-bid and offerors' conferences

Contact your banking institution to become a credit card merchant

Utilize resources provided by the State!

READ!